

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEGE06694585

Opening Date: December 5, 2006

Closing Date: December 26, 2006

Position: Human Resources Specialist, GS-0201-12; FPL: 12

Salary: \$55,360 - \$71,965 Annual

Place of Work: Civilian Human Resources Agency, Civilian Personnel Advisory Center, U.S. Army Engineer District, Baltimore

Duty Station: Wiesbaden, Germany

Position Status: This is a Permanent position. – Full Time

Number of Vacancies: 1

Duties: In this position, you will be responsible for the control & administration over a full-scope mgmt oriented personnel program in approximately 17 locations throughout Europe. Program areas include staffing, position mgmt & classification, Mgmt-Employee Relations, performance mgmt, etc. You will provide administrative program guidance to mgmt concerning various program issues. Assignments encompass problems above average difficulty & responsibility due to the complex & expanding role of Europe District within North Atlantic Division. Assignments are accomplished independently within the framework of pertinent guidance & directives from higher authority. You will administer special entitlement & privileges programs. Receives, reviews, & makes eligibility determinations/re-determinations on overseas allowances, & Permanent Change of Station (PCS) travel & transportation entitlements. Prepares justifications, staff papers, etc, to request exception to policy, or withdraw/rescind allowances.

About the Position: This position is located in Wiesbaden, Germany. It is under the direct supervision of the CPAC Chief who is located in Baltimore, MD. This position will report to the Lead Human Resources Specialist who is also located in Wiesbaden, Germany. There is a lot of direct involvement with the Command Group.

To be successful in this position, you must have excellent communication skills and be well organized. This is a fast-paced office with constant contact with managers and employees. This position requires the individual to be creative and to do everything possible to get the job done. This position requires an individual who is not afraid to voice his/her opinion and will provide the best possible advice, even when it is not popular.

Who May Apply:

- Army employees serving on career or career conditional appointments.

- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Persons with Military Spouse Preference who are in the commuting area of the place of work.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Applicants who are eligible for Family Member appointments on Leave Without Pay (LWOP) in the commuting area of the vacancy.
- U. S. Citizens residing in the commuting area (except ordinary residents) who are eligible for a family member appointment.

Qualifications:

SPECIALIZED EXPERIENCE: To be qualified, applicants must show in their resumes that they have one year of specialized experience and training that provided: 1) Knowledge of quantitative and qualitative techniques to analyze and measure effectiveness, efficiency and productivity of administrative programs. 2) Knowledge of numerous personnel practices, i.e., classification, staffing, management/employee relations, etc. 3) Knowledge of management and administrative principles, practices, and processes. 4) Knowledge of internal management control methods and procedures, and experience in their application. 5) In-depth knowledge of management and organizational procedures, techniques, and systems to perform studies/projects to improve management, productivity, efficiency, controls, and planning. 6) Ability to communicate orally and in writing. 7) Extensive knowledge of technical program regulations and reporting requirements.

Applicants will be rated against the RESUMIX Job Search Criteria which is chosen by the selecting official.

NOTE: Housing allowance and other incentives for overseas service will be offered at the discretion of the Commander.

GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Other Information:

- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf
- This is a Career Program Position (CP). # 10
- U.S. citizens overseas under ordinarily resident status are not eligible for appointment under the Status of Forces Agreement.
- The initial length of this overseas tour is three years.
- Candidates initially selected from the U.S. may be eligible for certain foreign area benefits.
- Pay retention may be offered to successful applicants for positions at overseas locations. For this provision to apply to employees already overseas, the selected individual would have to require a permanent change of station move and would have to be selected as a result of a recruitment effort that had been extended outside of the overseas command involved.
- Locality pay does not apply in the overseas area.
- Please note that active-duty military members are eligible to apply no earlier than 120 days before their separation or retirement date.
- Applicants must comply with the Exceptional Family Member Program requirements as outlined in the DoD Instruction 1315.19 at http://www.dtic.mil/whs/directives/corres/pdf/i131519_122005/i131519p.pdf
- Permanent Change of Station (PCS) expenses will be authorized.

Other Advantages: Schools, Child Care, Medical Facilities, and other support functions are available. Government quarters may be available; otherwise the housing office will assist in obtaining private housing in the neighboring community.

Other Requirements:

- Must be able to obtain and maintain a Secret security clearance.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

HOW TO APPLY:

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

RESUME:

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit> NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

SELF NOMINATION:

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html>,

key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided. Self-nomination must be submitted by the closing date.

APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

Point of Contact:

Central Resume Processing Center, 410-306-0137, aplicanthelp@cpsrxtp.belvoir.army.mil

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.